

# myPassword

<https://password.azbnp.gov/>

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**Bureau of Nutrition and Physical Activity**

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# What is “myPassword”?

- It is a website that allows you to reset and change your Citrix password and also allows you to unlock your account.
- The website allows you to set security questions that grant you the capabilities to make these changes.

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- No longer have to contact the helpdesk to reset your Citrix password = saving time!



- **Note:** Security questions must be set up prior to being locked out or forgetting your password!

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# Let's get started!

## Setting up your security questions

1. Navigate to <https://password.azbnp.gov/>
2. Click the **Edit my Profile** link.



### [Change my Password](#)

Change your password if you know your current password

### [Reset my Password](#)

Reset your password if you don't know your current password

### [Unlock my Account](#)

Unlock your account if you remember your password

### [Edit my Profile](#)

Edit the questions and answers in your Password Reset Profile

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# Setting up your security questions (cont.)

3. Enter your current Citrix username and password.
4. Click on the **Logon** button.



The screenshot shows the 'AZBNP PASSWORD TOOL' interface. At the top, a blue banner contains the title. Below it, a instruction reads: 'Enter your user name and password to edit your password profile'. The 'Logon Information' section includes input fields for 'User Name:', 'Password:', and a 'Domain:' dropdown menu currently set to 'WIC'. A 'Logon' button is positioned below these fields. A message states: 'You will automatically be returned to Main Menu after 2:00 of inactivity'. Below this, an 'Inactivity Counter: 2:00' is displayed, and a 'Return to Main Menu now' button is provided. The footer of the page shows the copyright notice: '©2010 Arizona Department of Health Services'.

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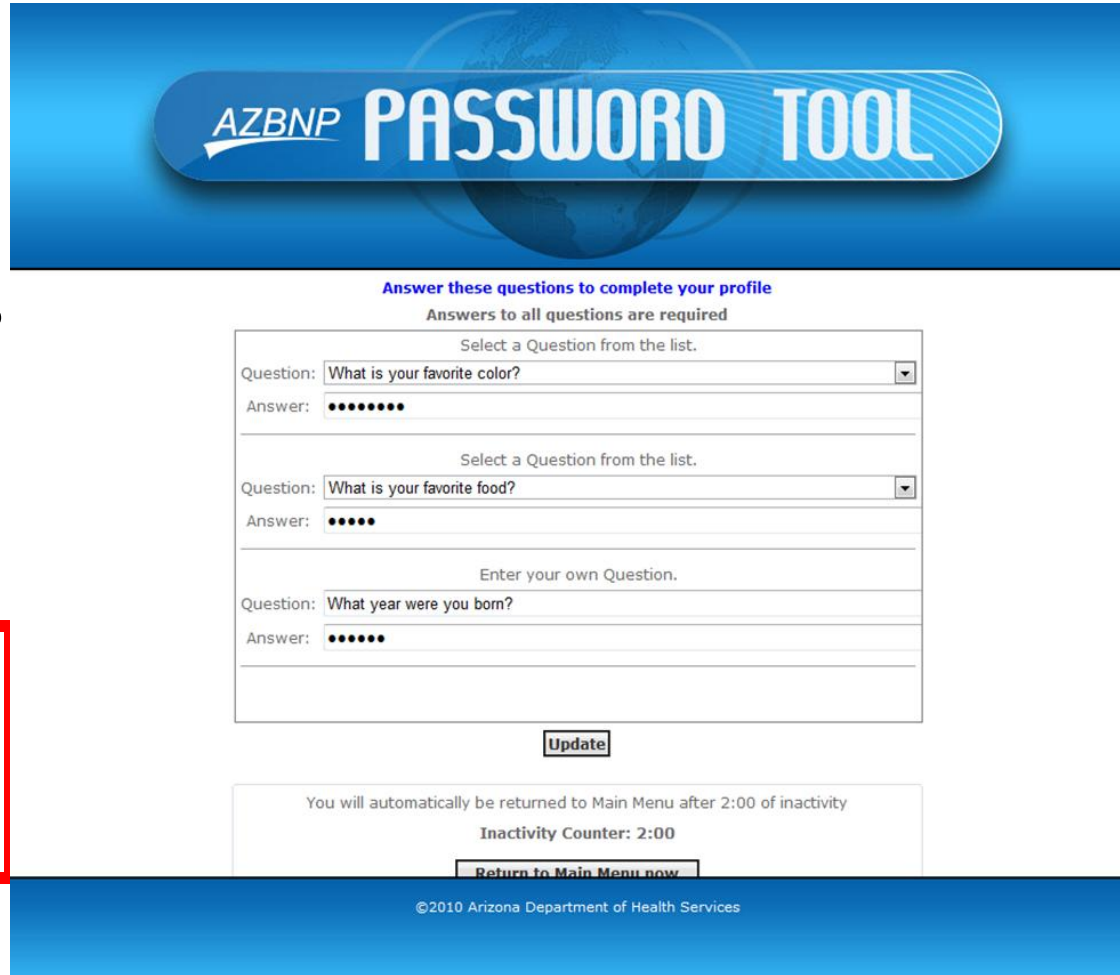
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# Setting up your security questions (cont.)

5. Select and answer all three security questions
6. Click on the **Update** button.

**Note:** You will be returned to the Main Menu screen after 2 minutes if you are inactive.



The screenshot shows the 'AZBNP PASSWORD TOOL' interface. It prompts the user to 'Answer these questions to complete your profile' and states 'Answers to all questions are required'. There are three question sets, each with a dropdown menu for the question and a text field for the answer (masked with dots). The first two questions are 'What is your favorite color?' and 'What is your favorite food?'. The third question is 'What year were you born?'. Below the questions is an 'Update' button. At the bottom, a message states 'You will automatically be returned to Main Menu after 2:00 of inactivity' with an 'Inactivity Counter: 2:00' and a 'Return to Main Menu now' link. The footer includes '©2010 Arizona Department of Health Services'.

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# Resetting your Password



## [Change my Password](#)

Change your password if you know your current password

## [Reset my Password](#)

Reset your password if you don't know your current password

## [Unlock my Account](#)

Unlock your account if you remember your password

## [Edit my Profile](#)

Edit the questions and answers in your Password Reset Profile

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1. From the Main Menu, click on **Reset my Password.**
2. Enter your Citrix username and click **Logon.**

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# Resetting your Password (cont.)

3. Answer all three security questions and click **Continue** after each answer.



The screenshot displays the 'AZBNP PASSWORD TOOL' interface. At the top, a blue banner contains the title. Below it, a message states: 'The account you specified is: If this is incorrect please cancel and provide alternate credentials'. The main section is titled 'Answer your Password Reset Profile questions'. It shows 'Question 1' with the prompt 'What is your favorite color?'. There is a text input field below the question. At the bottom of the question section are two buttons: 'Continue' and 'Cancel'. Below this, a message states: 'You will automatically be returned to Main Menu after 2:00 of inactivity'. Below that is an 'Inactivity Counter: 2:00' and a button labeled 'Return to Main Menu now'. At the very bottom of the page, a blue footer bar contains the text '©2010 Arizona Department of Health Services'.

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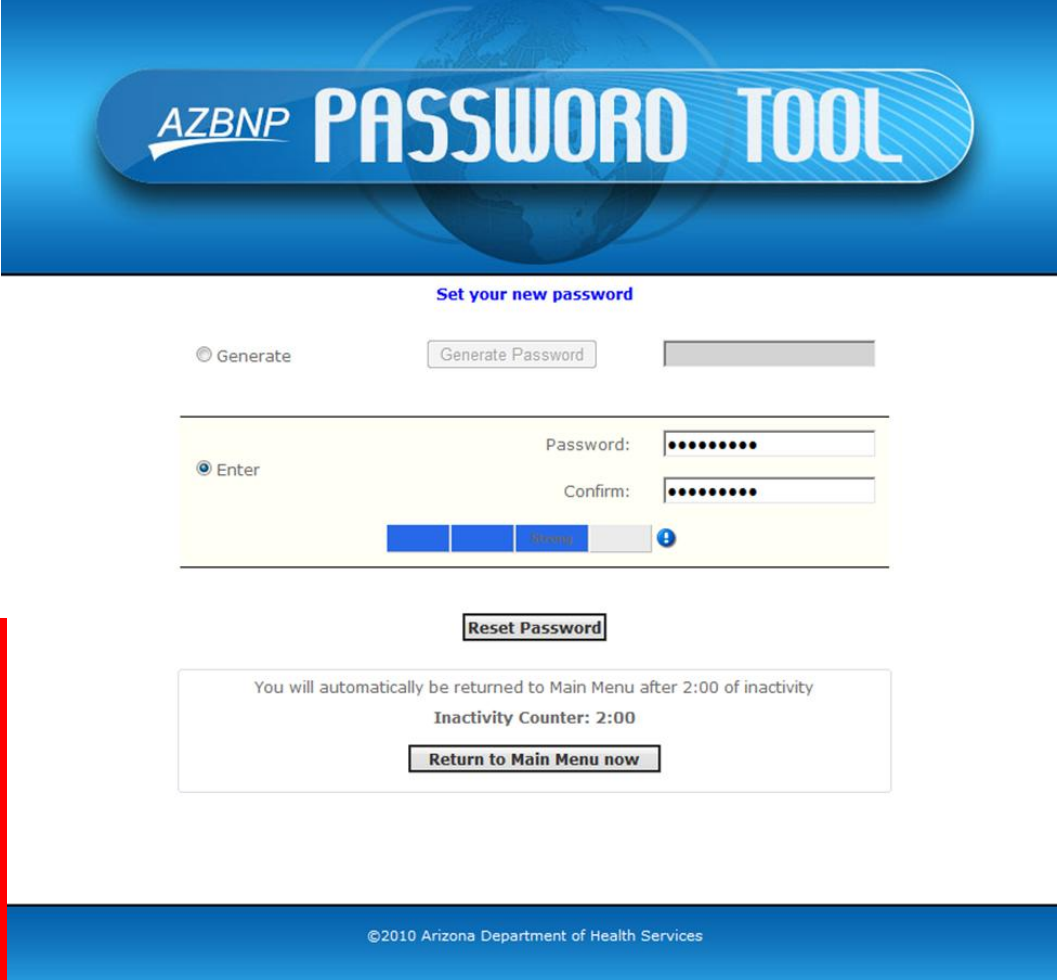


# Resetting your Password (cont.)

4. Select the **Enter** radio button.

5. Enter your new password twice and click **Reset Password**.

**Note:** Your password must be eight characters and meet two of the three complexity requirements which are: **Upper case, Special Characters, and/or Numbers.**



The screenshot shows the 'AZBNP PASSWORD TOOL' interface. At the top, there's a blue header with the tool's name. Below it, a link 'Set your new password' is visible. The main form has two radio buttons: 'Generate' (unselected) and 'Enter' (selected). Under the 'Enter' option, there are two password input fields labeled 'Password:' and 'Confirm:', both containing eight dots. Below these fields are four colored boxes (blue, green, yellow, red) and a blue exclamation mark icon. A 'Reset Password' button is located below the form. At the bottom of the form area, a message states: 'You will automatically be returned to Main Menu after 2:00 of inactivity. Inactivity Counter: 2:00. Return to Main Menu now'. The footer of the page includes the copyright notice '©2010 Arizona Department of Health Services'.

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# Changing your Password

1. From the Main Menu, Click on **Change my Password.**
2. Enter your Citrix username, current password and click **Logon.**



[Change my Password](#)

Change your password if you know your current password

[Reset my Password](#)

Reset your password if you don't know your current password

[Unlock my Account](#)

Unlock your account if you remember your password

[Edit my Profile](#)

Edit the questions and answers in your Password Reset Profile



Enter your user name and password to edit your password profile

Logon Information

User Name:

Password:

Domain:

You will automatically be returned to Main Menu after 2:00 of inactivity

Inactivity Counter: 2:00

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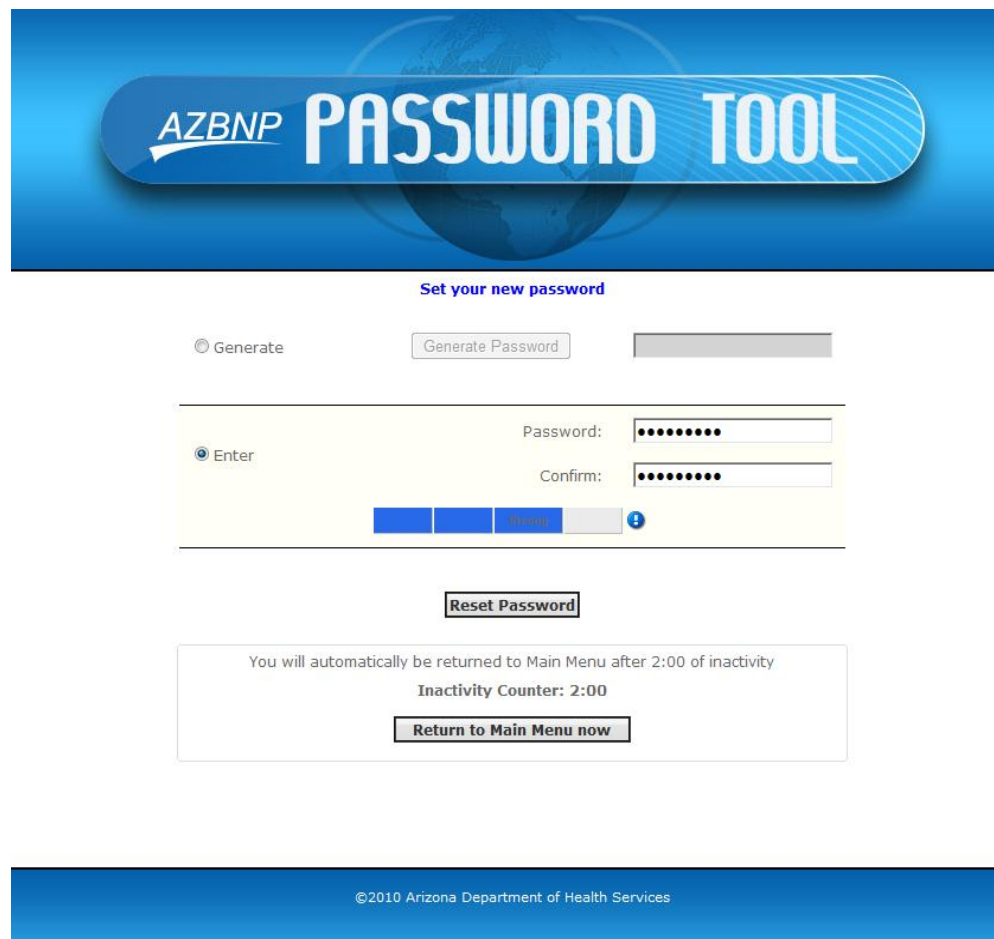
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# Changing your Password (cont.)

3. Select the **Enter** radio button.
4. Enter your new password twice and click **Reset Password**.



The screenshot shows the 'AZBNP PASSWORD TOOL' interface. At the top, there's a blue banner with the title. Below it, a link 'Set your new password' is visible. The main form has two radio buttons: 'Generate' (unselected) and 'Enter' (selected). To the right of the 'Enter' button are two password input fields labeled 'Password:' and 'Confirm:', both containing masked characters. Below these fields are three buttons: 'Generate', 'Reset', and a help icon. The 'Reset' button is highlighted. At the bottom of the form is a 'Reset Password' button. Below the form, a message states: 'You will automatically be returned to Main Menu after 2:00 of inactivity'. Below this is an 'Inactivity Counter: 2:00' and a 'Return to Main Menu now' button. At the very bottom of the page, a blue footer bar contains the text '©2010 Arizona Department of Health Services'.

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Last but not least...

# Unlocking your Account



1. From the Main Menu, click on **Unlock my Account.**
2. Enter your Citrix user name and click on **Logon.**

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# Unlocking your Account (cont.)



**AZBNP PASSWORD TOOL**

[Unlock your account](#)

Your account is currently locked.

If you can not remember your password, choose Reset my Password at myPassword's start screen.  
Click Unlock My Account if you know your current password.

[Unlock my Account](#)

You will automatically be returned to Main Menu after 2:00 of inactivity  
Inactivity Counter: 2:00  
[Return to Main Menu now](#)

3. Answer all three security questions and click **Continue** after each answer.
4. Click on **Unlock my Account** button.

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# Any Questions?



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